# STEP-BY-STEP USER GUIDE FOR PHYSICIANS TO COMPLETE PHYSICIAN SURVEY ONLINE – www.breeze.ca.gov

The Physician Survey includes information (i.e., areas of practice, specialty, board certifications) that is self-reported by the physician. The information is viewable by the public on the physician's profile located on the Board's website at <a href="https://www.mbc.ca.gov/Breeze/License Verification.aspx">www.mbc.ca.gov/Breeze/License Verification.aspx</a>.

The Physician Survey is part of the renewal process; however, it may be updated at any time from within the physician's BreEZe account.

Example of the survey information displayed on the physician's public profile:

#### **SURVEY INFORMATION**

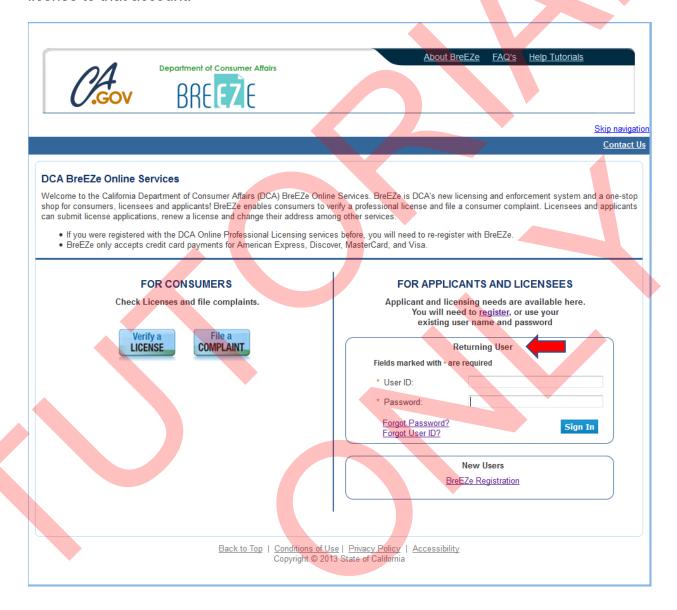
THE FOLLOWING INFORMATION IS SELF-REPORTED BY THE LICENSEE AND HAS NOT BEEN VERIFIED BY THE BOARD.

ARE YOU RETIRED? ACTIVITIES IN MEDICINE TELEMEDICINE - NONE **TEACHING - 1-9 HOURS** PATIENT CARE - 30-39 HOURS OTHER - NONE RESEARCH - NONE ADMINISTRATION - 1-9 HOURS PATIENT CARE PRACTICE LOCATION ZIP - 95758 COUNTY - SACRAMENTO PATIENT CARE SECONDARY PRACTICE LOCATION NOT IDENTIFIED NOT IDENTIFIED TELEMEDICINE PRACTICE LOCATION TELEMEDICINE SECONDARY PRACTICE LOCATION NOT IDENTIFIED CURRENT TRAINING STATUS NOT IN TRAINING AREAS OF PRACTICE FAMILY MEDICINE - PRIMARY AMERICAN BOARD OF FAMILY MEDICINE - FAMILY MEDICINE BOARD CERTIFICATIONS POSTGRADUATE TRAINING YEARS 3 YEARS DECLINED TO DISCLOSE CULTURAL BACKGROUND FOREIGN LANGUAGE PROFICIENCY DECLINED TO DISCLOSE GENDER MALE

#### Log in to your BreEZe account, located at www.breeze.ca.gov

If you previously registered in the BreEZe system, enter your User ID and Password in the **Returning User** section located on the right column and click the **Sign In** button.

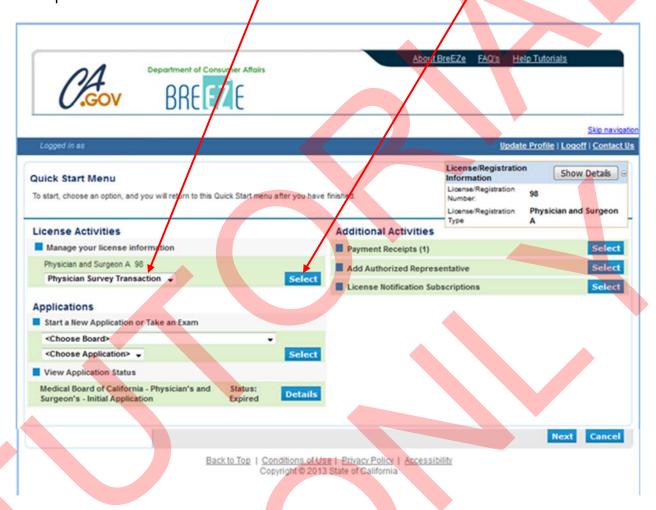
NOTE: If you have never registered in the BreEZe system, please go to <a href="http://www.mbc.ca.gov/Licensees/License">http://www.mbc.ca.gov/Licensees/License</a> Renewal/Physicians and Surgeons.aspx and view pages 2 through 8 of the "Step-by-Step User Guide for Physicians to Renew Online". These pages explain how to create a new user account and connect your license to that account.



#### **Physician Survey:**

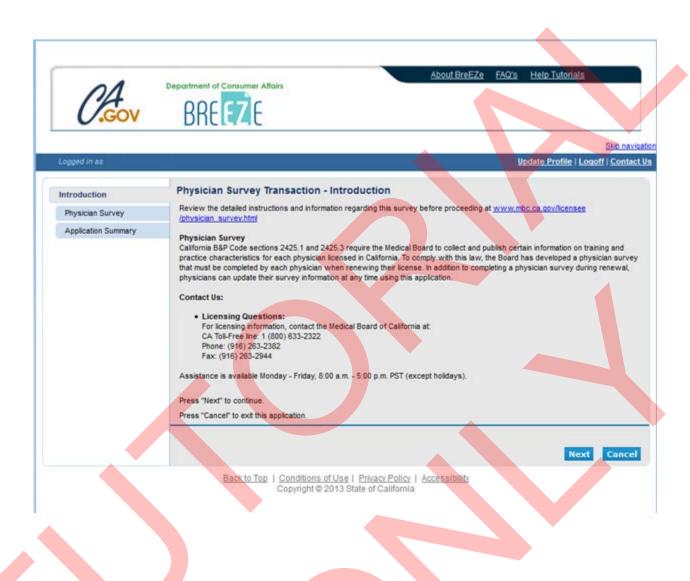
Once you have successfully logged in to the BreEZe system, you should see the **Quick Start Menu** screen.

1. On the left hand side of the screen, under the section <u>License Activities</u>, subsection <u>Manage your license information</u>, click the down arrow of the <u>Choose Application</u> box and select **Physician Survey Transaction**. Click the **Select** button next to the option.



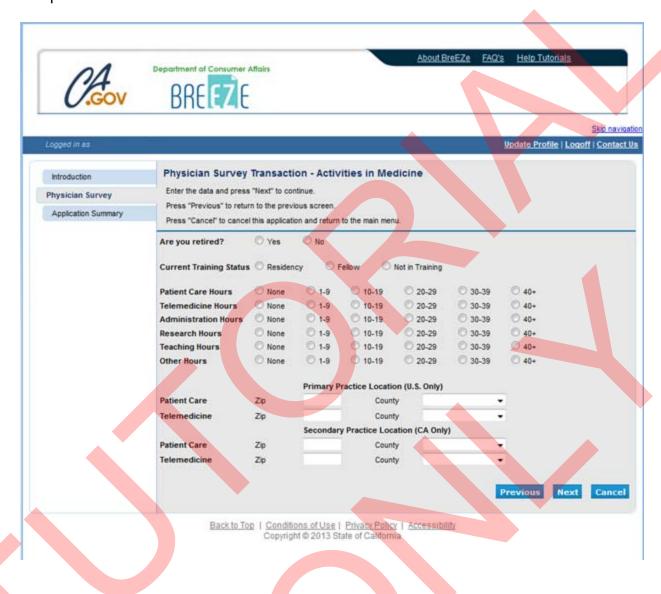
### 2. Physician Survey Transaction - Introduction

Read the information then click the **Next** button to proceed.



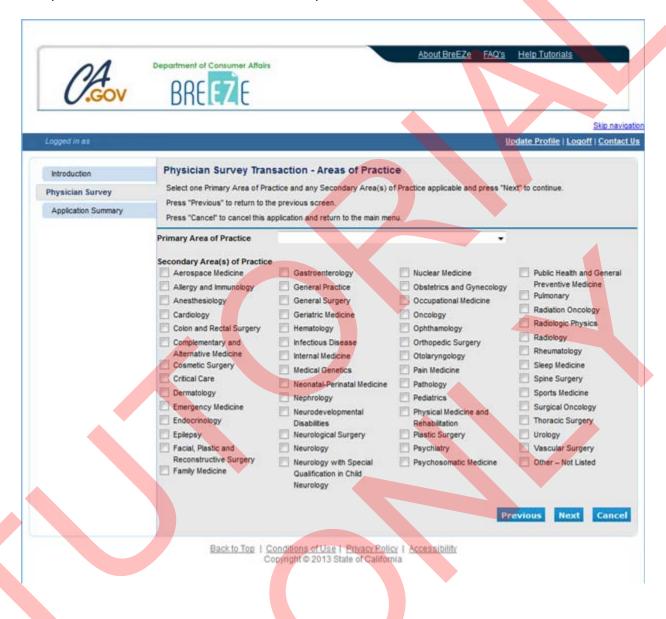
#### 3. Physician Survey Transaction - Activities in Medicine

Complete **Activities in Medicine** (per week) questions then click the **Next** button to proceed.



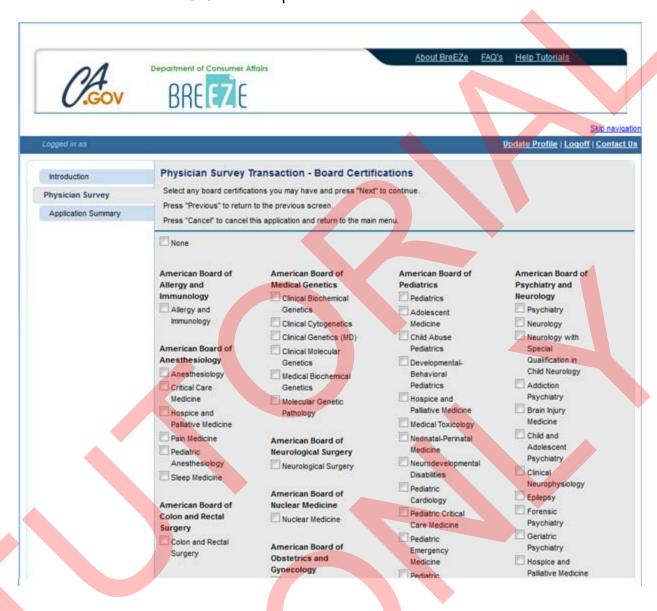
#### 4. Physician Survey Transaction - Areas of Practice

On the **Areas of Practice** screen, click on the dropdown box to select your primary area of practice. If applicable, click on the boxes for any secondary areas of practice then click the **Next** button to proceed.



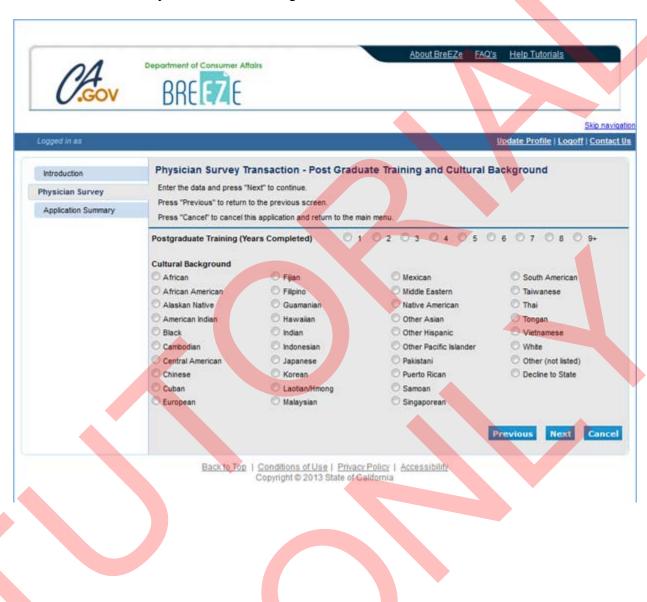
#### 5. Physician Survey Transaction - Board Certifications

Select any Board Certifications (listed alphabetically) by clicking on the appropriate box then click the **Next** button to proceed.



# 6. Physician Survey Transaction – Post Graduate Training and Cultural Background

Select the number of years of Postgraduate Training you completed after finishing medical school, your Cultural Background, then click the **Next** button.



#### 7. Physician Survey Transaction – Foreign Language Profieciency

Select additional languages in which you are proficient.

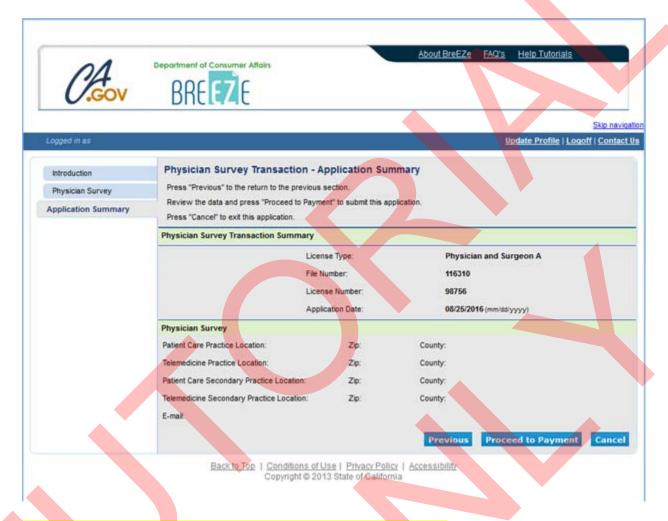
Answer the Website Profile questions to determine what information you want displayed on your Physician Profile.

Enter your email address (it will NOT be released to the public) then click the **Next** button.



#### 8. Physician Survey Transaction – Application Summary

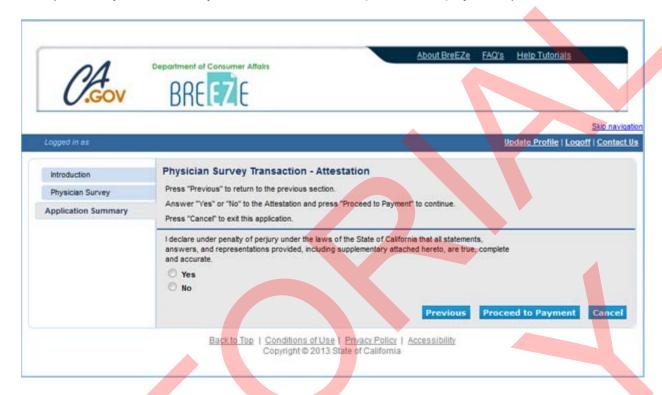
Please review the information. If it is correct, scroll down and click the **Proceed to Payment** button. If information needs to be changed, click the **Previous** button to back up and make corrections.



NOTE: There is no charge to update your Physician Survey.

#### 12. Physician Survey Transaction –Attestation

Read and click **YES** then click the **Proceed to Payment** button. (Note: If you click **NO** you will not be able to proceed to payment.)



### 13. Fee and Summary Report

Click the **Back** button to complete the survey.

